



Preparing an Erasmus+ or Bilateral Exchange Study Plan Procedures for application forms, documents to prepare and deadlines

1. Preparation of the Recognition Proposal

Carefully **read** all of the documents received upon being awarded a place.

Constantly **check** your LUISS e-mail account, to which all information on application procedures will be sent by the host university and the staff of the Student Exchange Office.

Check out the documentation on **host universities** by browsing their websites and the **intranet portal (surveys and fact sheets)** at the following link <http://intranet.luiss.it>.

Carefully **examine**:

- which **courses are open to international students** and whether there are any **restrictions**;
- whether one can select courses from various years, **mix degree programs and majors**;
- whether there are **prerequisites** or the courses have a set number of students who can register for them.

Compare the courses offered by the host university with those envisaged by one's own degree program, carefully read the **course syllabi** and check the **number of ECTS credits**.

Recognition granted in the **previous year** (detailed in specific lists for each host university) is usually considered by Academic Coordinators as an indicator that recognition will be granted this year too. However, it is necessary to pay close attention to the rules on the balancing of credits (see page 2).

2. Submission of the Learning Agreement

The first Learning Agreement approved before departure is deemed to be **provisional**. This is because it can often happen that the information available at the time of its submission relates to the academic offering of the current academic year (i.e. the one preceding the academic year during which the student will be on mobility).

A study abroad plan usually consists of one or two **compulsory** courses and **two electives**. Once **valid recognition proposals** are established, they can be submitted for recognition at LUISS bearing in mind that the maximum of credits recognizable at LUISS per semester is 36 ECTS credits.

Students must necessarily send the recognition proposals through submitting the Learning Agreement online by the **deadline** that will be communicated by e-mail. A failure to submit the Learning Agreement by the prescribed deadline may **compromise** participation in the exchange program. The drafting of the recognition proposals to be included in the Learning Agreement to be submitted for approval by the Academic Coordinator is the responsibility of the individual student.

FOR ALL STUDENTS

Students must select the most appropriate courses in the host university's academic offering. It is advisable to select courses that are likely to be recognized.

In particular for **compulsory courses (corsi obbligatori)** it is necessary that the syllabi be extremely compatible and similar.

For **elective courses (corsi a scelta)** it is not necessary to find ones that actually **match a LUISS course**: all that is required is that they be **consistent** with the student's own **degree program** but not too similar (as regards name and content) to compulsory courses forming part of that program.

Optional **additional courses** (*corsi liberi*) may be included as part of the process of submitting the Learning Agreement online, ticking the relevant box. The approval of the Department's Academic Coordinator is not required for those types of courses.

Students must submit a study abroad plan for a total of about 30 ECTS credits. For non-European institutions that do not use the ECTS system or an equivalent thereof, students must attend from 3 to 5 courses, complying with the rules of the host university. Under no circumstances may more than **36 ECTS credits (LUISS) be recognized per semester**.

Bear in mind that **it is necessary to achieve an overall balancing of credits**: the total number of credits earned abroad cannot be less than 75% of the credits recognized at LUISS. In order to balance credits it may be necessary to associate another or more than one foreign course (so-called 'compensatory' courses) to obtain recognition of a single LUISS course.

The Academic Coordinator will assess the proposals and approve the **Learning Agreement** should all the proposals be valid or reject the Learning Agreement should even just one proposal not be valid, explaining the reasons for the rejection. In this latter case, the candidate will have to resubmit the Learning Agreement, amending it to make sure that all of the proposals therein are valid.

FOR STUDENTS OF DEGREE PROGRAMS IN:

- Management
- Business Management

These degree programs envisage the choosing of a major at the end of the first academic year. Every major requires the passing of two exams in core courses (*corsi caratterizzanti*) and two exams in elective courses (*corsi a scelta*).

Those students are advised to select the "**individual study plan**" major, which makes the process of approving courses done abroad easier. Opting for that plan is therefore **strongly recommended** and also students who have made a different choice may contact the Student Office and ask that it be changed.

Exams passed abroad to be associated with the core courses of the major must necessarily fall within one of the Academic Discipline Areas (**SSD**) envisioned by the Department for each major.

The list of Academic Discipline Areas can be viewed [here](#).

In addition to assessing fulfillment of the requirement on the balancing of credits, the Academic Coordinator will also evaluate whether the Academic Discipline Area of the proposed foreign learning activity falls within one of those envisioned by the Department and therefore can be recognized at LUISS.

To request recognition of **core courses** it is necessary to insert the learning activities to be done abroad and associate them with their equivalent at LUISS ******CORE ABROAD******.

FOR STUDENTS WHO WILL BE STUDYING AT AN ERASMUS+ INSTITUTION

Each student, once their Learning Agreement is approved, will have to **sign it** and **send a copy by e-mail** to the host university requesting that it be **signed by the latter too**.

When sending it to the host university **it is obligatory to copy it** to the Student Exchange Office by inserting the address relint@luiss.it in the e-mail's cc field.

A failure to send the Learning Agreement to the host university by 15 June could well lead to it becoming **impossible to recognize the exams** sat abroad.

The copy of the Learning Agreement duly signed by the partner university (or as rejected by the latter) must be forwarded to the Student Exchange Office should the host university in its reply not copy the Student Exchange Office.

Obtaining the host university's signature of the Learning Agreement is not necessary for students participating in a **bilateral exchange**. For those students approval of the Learning Agreement by the Academic Coordinator will suffice.

3. After Approval of the Plan – Admission at the Host University

Students should inform themselves as to the **documentation required** by the host university to complete the application. The information is normally sent by the host university directly to the students or can be found in the '**admission procedures**' page on **partner university's portal** in the [LUISS Intranet](#) section. Every university has its own deadlines for the submission of material.

Some foreign universities have very tight deadlines for receiving applications, so students must act quickly to complete the procedures in time.

Upon request the Student Exchange Office **will handle the sending of original paper material to non-European locations**. Students who wish to avail of this service must deliver the documents to the relevant Student Exchange Office staff **immediately** or in any case **within three working days after approval** of the study abroad plan. Otherwise, students themselves will have to arrange for shipment **independently**.

The majority of partner universities have adopted **online procedures** for registration and applying for accommodation. Likewise, information exchange between the foreign university and student is almost entirely by **e-mail**. It is highly advisable to activate and constantly check one's LUISS e-mail account (name.surname@studenti.luiss.it), which in general is the means used for all correspondence concerning the period of study abroad.

During all these phases the Student Exchange Office will **assist** students but ultimately each student is **individually responsible** for complying with all procedures by the relevant deadlines.

All host university instructions and **deadlines** must be complied with: watch out for those concerning the filling out and sending of online application forms, **course registration** and **accommodation** applications (for example sending of online applications and payment of security deposits, etc.).

Some universities require a letter of motivation, a CV in the language of their country and one or more reference letters from a professor. It is necessary to prepare and request them in good time.

After receiving the application forms, the partner universities reply to students through Student Exchange Office staff, by e-mail or by post directly to the student's residential address.

4. Renunciation

Any **renunciations** must be communicated in writing to the Student Exchange Office (including by e-mail to relint@luiss.it) **as soon as possible** and in any case **within 3 days** after the publication of the ranking lists. Once that deadline passes, it will be possible to renounce solely in cases where, during the phase of approval of the study abroad plan, **at least 20 LUISS credits** have not been recognized. In that case renunciation must be communicated the day after the approval of the plan.

Renunciation of the allocated location implies **renunciation of participation in the exchange program** for the 2019-2020 academic year.

Renunciation of the allocated location after the passing of the deadline therefor and in any case within a timeframe that does not enable the place to be taken by another student will be reported to the Vice Rector for Teaching. After consulting with the Dean of the Department concerned and the Head of Teaching and Research, the Vice Rector will consider the reasons given and should they be deemed to be inadequate the President of the Degree Exam Commission will be informed for the purposes of taking it into account when judging the student's overall academic studies at the University.